



DOHA INSTITUTE  
FOR GRADUATE STUDIES

Academic Policies

## Course Numbering and Referencing

<b>Version</b>	<b>Title</b>	<b>Date Produced</b>	<b>Produced by</b>
2.0	Course Numbering and Referencing	May, 2016	Dean of Student Affairs
<b>Revision Date</b>	<b>Revised by</b>	<b>Date Adopted</b>	<b>Adopted by</b>
May, 2016	Rev. 1: Dean of Student Affairs	May, 2016	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
May, 2016	Rev. 2: Office of the Dean for Student Affairs	May, 2016	Revisions and edits applied. Policy approved and adopted for implementation

Contents

Introduction: ..... 3  
Policy Statement: ..... 3

### Introduction:

Courses offered at DI are referenced by using a numbering policy that enables clear identification of all course types, as well as a standardized mechanism through which students, faculty, advisors, and others can understand and navigate the curriculum.

The Director of Enrollment and Student Affairs is in charge of implementing this policy across all DI schools and programs.

### Policy Statement:

1. Each course reference will be no less than six (6) and no more than seven (7) characters made up of two parts, a three (3) or four (4) alpha letters denoting the program abbreviation and another three (3) numeric digits denoting the course identification number within the program.

Example: HIST620 or SOC615

Exceptionally a suffix letter can be added to the reference to denote a part of a course series.

Example: HIST620A and HIST620B

2. Since DI is a graduate institute the numbering of its regular master program courses will start with 6xx and above. This is the range normally reserved for post-bachelor graduate level courses in international universities and its use will facilitate the clear representation of the DI curricula at an international level.

In addition to the above, the course number range of 0xx is reserved for non-credit and/or non-degree courses such as language requirement or executive and continuing education courses or other, while the range of 5xx is reserved for executive master programs.

The following table illustrates the number ranges used for course offered by DI:

<b>Non-Credit/Non-Degree Courses</b>	<b>000-099</b>
<b>Executive Graduate Courses</b>	500-599
<b>Regular Graduate Courses</b>	600-699
<b>Reserved Numbers*</b>	700-999

\*Reserved numbers will be used later on when DI offers it doctorate level programs

3. Each program will use the following sub-categories for the assigning of course reference numbers to the programs within its 6xx range:

<b>60x</b>	<b>School Core Compulsory Courses</b>
<b>61x</b>	Program Core Courses
<b>62x-66x</b>	Program Concentration or Elective Courses
<b>67x - 68x</b>	Interdisciplinary courses
<b>699</b>	Thesis
<b>698</b>	Project

4. The course prefixes will be assigned as per the following table:

<b>Program or Unit Name</b>	<b>Prefix</b>
<b>Linguistics and Arabic Lexicography</b>	LAL
<b>Center for Conflict and Humanitarian Studies</b>	CHMA

<b>Comparative Literature (Arabic – Western)</b>	COMP
<b>Development Economics</b>	MDE
<b>Executive Education</b>	EXED
<b>History</b>	HIST
<b>Language Center</b>	LANG
<b>Media and Cultural Studies</b>	MACS
<b>Philosophy</b>	PHIL
<b>Politics and International Relations</b>	POL
<b>Public Administration and Policy</b>	MPA
<b>School of Public Administration and Development Economics</b>	PADE
<b>School of Social Sciences and Humanities</b>	SOSH
<b>Sociology and Anthropology</b>	SOC

5. During assigning course reference the following guidelines should be adhered to:
- Courses within a program sharing the same prefix (e.g. HIST) will be numbered according to the category of the course as per the point 4 above;
  - Prerequisite courses will have a lower number than the course using the prerequisite;
  - Programs should consult with the Director of Enrollment and Student Affairs when assigning references for new courses.